POST Phase 2: Proof-Of-Concept Risk Mgmt Process Action Team (PAT) Meeting

1   MINUTES

Attendees	Representing	Present
Kathy Saito	PM Stds	Yes
Laura Okawa	PM Stds	Yes
Sarah d'Eon	CMIPS	Yes
Jeff Lewis	CWS/CMS	Yes
Roger Parker	CWS/CMS	Yes
Patrick Flynn	EBT	No

Attendees	Representing	Present
Pat Micco	IT Support	No
James Shearer	IT Support	Yes
Arlene Mendibles	SAWS	No
Melanie Coupe	SFIS	Yes
Sam Fahr	SFIS	Yes

Questions should be directed to **Kathy @ 263-4294 or email: Ksaito@sid.hhsdc.ca.gov** (it appears in Outlook as *Saito, Kathy @HHSDC-SID*). Also, check out **the BP Website @ http://bpweb/default.htm** for PAT related information.

1.1   The following is the schedule for this Process Action Team (PAT).

POST Phase 2 PAT: iManage Proof-Of-Concept			
Mtg	**PAT Focus**	**Date**	**Status**
#1	Kickoff Meeting (Introductions, terms, objectives)	19 Dec 2001	✓ Completed
#2	Update Findings Report	8 Jan 2002	
#3	Demo other possible tools	22 Jan 2002	
#4	Select tool to pilot	Feb 2002	
	Evaluate tool for 30 days		
#5	Review tool; develop recommendation for SID tool	Mar 2002	

1.2   Kathy reviewed the terms, process and basic features that were done in the original Risk Management Findings Report. The first assignment is to review the report and identify updates to reflect the current needs of the projects. (Note that the report was originally written after evaluating a _product_ that was also named "POST". This product has been abandoned.)

1.3   The focus of this PAT will be on tools for tracking risks (not for assessing and identifying risks or for risk simulation tools). Currently, Risk Radar is being used by EBT, CMIPS, and CWS/CMS. SFIS is using the PACS tool.

1.4   James Shearer demonstrated EBT's version of Risk Radar and discussed some of the pros and cons. The primary concern is security; however, if the projects determine that a multi-user capability is not necessary, then this may not be an issue. Risk Radar also does not currently offer any integration with other modules (e.g., issues, change requests, workplans). This can be addressed through custom programming, if desired.

2   AGENDA FOR THE NEXT MEETING (8 JANUARY 2002)

2.1   Confirm meeting schedule.

2.2   Discuss the previous findings report and identify new or changed requirements.

2.3   Discuss other tools that are available for demonstration.